

**PCRS
(PAYROLL COST REPORTING SYSTEM) DISPOSAL SCHEDULE**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 1	XA Expenditure Correction	Transfers expenditures from	Department	1Year after the	2 Years	Destruction	3 Years
	Record copy	one account to another.		end of the FY			
	On-line entry transaction.	Comptroller approval for		(June 30)			
	(PMIS/PCRS Payroll Systems)	pending transactions.					
		Subject to Audit: Yes					
Item No. 2	XC Cash Transfer	Refunds expenditures in a	Department	1Year after the	2 Years	Destruction	3 Years
	Record copy	non-continuing account from		end of the FY			
	On-line entry transaction.	prior FY. Comptrol.approval		(June 30)			
	(PMIS/PCRS Payroll Systems)	pending transactions.					
		Subject to Audit: Yes					
Item No. 3	XD Payroll Data Correction	Occurs when Dept. has	View Direct	N/A	N/A	System	7 Years
*	Record copy	erroneous or missing data	General Ledger			Purge	on-line
	System generated transaction.	on a payroll charge.					
	(PMIS/PCRS Payroll Systems)						
		Subject to Audit: Yes					
Item No. 4	XE Expenditure Refund	Refunds expenditures in	Department	1Year after the	2 Years	Destruction	3 Years
	Record copy	current fiscal year.		end of the FY			
	On-line entry transaction.	Comptroller approval for		(June 30)			
	(PMIS/PCRS Payroll Systems)	pending transactions.					
	Payroll receipt voucher form.						
		Subject to Audit: Yes					
Item No. 5	XF Insufficient Funds	Generated when an account	View Direct	N/A	N/A	System	7 Years
*	Record copy	has insufficient funds to	General Ledger			Purge	on-line
	Correction System generated	meet payroll for a given					
	(PMIS/PCRS payroll systems)	pay period.					
		Subject to Audit: Yes					
Item No. 6	XU User/Sect; Earn Cat/Hours	Transfers expenditures from	Department	1Year after the	2 Years	Destruction	3 Years
	Record copy	one non-statutory Field to		end of the FY			
	On-line entry transaction.	another.		(June 30)			
	(PMIS/PCRS Payroll Systems)						
		Subject to Audit: Yes					